

SPECIALTY WORKSHEET for the SELF-EMPLOYED
In order to maximize your deductions, please complete this form.

CLIENT _____	TAX YEAR _____
Accounting Fees	Office Supplies
Accounting Software	Office Supplies - Pens, Pencils, etc.
Advertising - Business Cards	Office Supplies - Water Delivery
Advertising - Magazines	Outside Service
Advertising - Other	Payroll Paid to Others (W2s)
Advertising - Paper	Payroll Taxes
Advertising - Radio and Television	Pest Control
Advertising - Signs	Postage
Alarm Service	Printing
Association Dues	Professional Services
Auto Equipment Holders	Publications - Trade Books
Bad Debts	Publications - Trade Journals
Bank Charges (Business Account)	Referral Fees
Bookkeeping	Small Tools
Briefcase	Software
Business Travel - Luggage	Supplies
Business Credit Card Annual Fee	Taxes
Business Mileage @ _____ Cents per Mile	Telephone - Answering Service
Carpet Cleaning	Telephone - Cellular Phone Charges
Casual Labor	Telephone - Long Distance
Clipboards	Telephone - Other
Commissions	Telephone - Pay Phone Charges
Cost of Goods Sold	Tools
Credit Card Acceptance Service Fees	Transportation Expenses
Delivery	Travel away from home overnight
Dues - Professional Societies	Travel - Other
Education - Books	Travel @ _____ cents per Mile
Education - Classes	Uniforms - Shirts, Shoes, Repairs and Purchases
Education - Continuing Education Courses	Uniform Laundry @ \$1 per load
Education - Conventions	Union Dues
Education - Mileage @ _____ Cents per Mile	
Education - Professional Development	
Education - Seminars	
Emblems for Uniforms	Equipment Purchased This year
Entertainment	Equipment Depreciation (From Prior Years)
Equipment Repairs	
Equipment Rental	Cost of Goods Sold Computation
Freight	Beginning Inventory
Gifts (\$25 Maximum Per Person)	Plus: Purchases
Identification Case	Less: Withdrawn for Personal Use
Insurance	Equals: Goods Available for Sale
Interest on Business Debt	Less: Ending Inventory
Interest on Business Mortgage	Equals: Cost of Goods Sold
Legal Fees	
License	
Maintenance and Maintenance Contracts	
Medical - Employee Related	
Medical - Owner Related	
Notary Fees	GROSS INCOME:

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A SELF-EMPLOYED PERSON.
Expert Tax & Accounting Services LLC - (480) 831-6565